

He Kārere Waipiro

Alcohol newsletter



Autumn newsletter 2022

Alcohol licensing tips and reminders

Our autumn newsletter will help you prepare for the new season and ensure everyone keeps having fun in a safe and responsible way.

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Autumn holiday trading

The Easter break and Anzac Day are our seasonal public holidays, but are they restricted trading days? To check if you can open, go to www.employment.govt.nz and search for [restricted trading days](#). For information about which of these public holidays are restricted trading days, go to the next page.



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Understanding application requirements

Make sure you file your alcohol applications on time. Filing requirements are outlined in the [Sale & Supply of Alcohol Act 2012](#). More details are also on the next page.



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Training and upskilling your staff

It's important to keep your staff up to date on how to comply with the Sale & Supply of Alcohol Act 2012. An easy way to do this is for them to complete the free online [Servewise](#) learning tool at www.alcohol.org.nz.



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Using a public space for alfresco dining

To occupy a public space for alfresco dining you need to obtain Council permission. It's important your alcohol licence covers the alfresco dining area. For application forms, go to our website www.fndc.govt.nz and search for [alfresco dining](#).



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Make sure your annual fees are paid

Paying your annual fee on time is crucial to avoid having your licence suspended. We do send out reminders. The next page has more details.

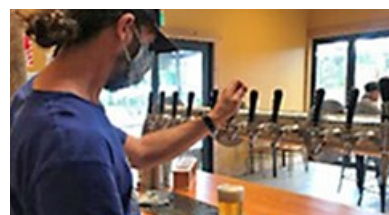


Image: Michal Mrozek

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Notify us of duty manager changes

Is your Duty Manager register up to date? And have you notified us of any appointments or terminations? If not, your alcohol sales will not be legal and you may be liable for a fine. More information can be found on the next page.



Please keep up to date with the COVID-19 alert level restrictions and any guidelines that may impact your business.

Go to covid19.govt.nz

Autumn holidays

Anzac Day and Easter

Easter

Friday 15 April to Monday 18 April

Shop trading and employment regulations vary over Easter.

Good Friday is a [public holiday](#) and a [restricted trading day](#) so most shops must be closed.

Easter Sunday is a [restricted trading day](#), but not a public holiday.

Easter Monday is a [public holiday](#).

To check if you can open for trading go to www.employment.govt.nz and search for [restricted trading days](#). Our [Easter Sunday Trading Policy](#) allows shop trading on Easter Sunday in the Far North District.

Anzac Day

Monday 25 April

There are only three and a half days of the year when almost all shops must be closed under the [Shop Trading Hours Act](#). Anzac Day is that half day. Most businesses need to remain closed until after 1pm unless the customer is residing, lodging or present for the purpose of dining in at your premises. RSA clubs are permitted to open from 4am on Anzac Day.

Please note that opening on a restricted trading day has no effect on conditions for the sale and supply of alcohol. There is no holiday from the [Sale and Supply of Alcohol Act 2012](#).

Thinking of selling?

If you sell your business, please note that licences are not transferable and the new owner must apply for a [Temporary Authority](#).

This allows the new owner to trade on the existing licence until they file for a new licence for the premises.

Understanding alcohol application requirements

The licensee is responsible for filing applications in time for new licences, renewals, variations or special licences. Filing requirements are outlined in the [Sale and Supply of Alcohol Act 2012](#) (sections 99, 127 and 137). Please note a complete application means all sections of the form are filled out correctly and the application fee has been paid.

Renewals must be filed 20 working days before the licence expires – once a licence expires you must apply for a completely new licence. If you file your renewal application in less than 20 working days of expiry, then you must provide a reason why your renewal is late.

Pay your annual fee and avoid suspension

It's important that you pay your annual fee on time to avoid your licence being automatically suspended.

According to current regulations, failure to pay the annual fee within 30 days after the due date results in automatic suspension of the licence.

Contact us if you are going to miss deadline. We may be able to help.

Duty manager appointments

If you appoint a new duty manager or a duty manager leaves any licenced premises you must fill out a [Notice of Management Change](#) form and email a copy to DLG@fndc.govt.nz and the NZ Police at AHROFarnorth@police.govt.nz. The licensee is responsible for formerly appointing all

their duty managers not the staff member who is being appointed. It is important that you keep your Managers Register up to date and it is accessible to staff. It is an offence not to produce the register when requested to by a Council Inspector or a Police Officer otherwise a conviction or fine up to \$2,000 may result.

Any suggestions for our next newsletter?

Email us: ask.us@fndc.govt.nz

You can also visit: www.fndc.govt.nz/Our-Services/Licences-and-permits